

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE CALTRANS EQUIPMENT OPERATOR I	DISTRICT/DIVISION/OFFICE DISTRICT 6 /MTCE/	
WORKING TITLE CEO I	POSITION NUMBER 906-620-6890-XXX	EFFECTIVE 2014

As a valued member of the Caltrans team, you put safety first, you make it possible for the Department to improve the mobility across California by being innovative and flexible; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the supervision of a Caltrans Maintenance Supervisor or lead direction of a Caltrans Maintenance Leadworker, the incumbent will not only operate all types of highway maintenance equipment, but may perform miscellaneous labor intensive activities such as: fence and guardrail repair, flagging traffic, spraying weeds, litter removal, carcass removal, snow removal, highway patching and sign replacement. Work hours usually will be 7:30 AM to 4:00 PM, with the possibility of changes during summer months as determined by the Region. May be required to work rotating or irregular shifts including weekends and holidays. Must have a maximum 30 minutes response time to assigned maintenance station in order to be considered for overtime call-outs. Incumbent must possess a valid Class 'B' California Driver's License with proper endorsements.

TYPICAL DUTIES:

- 50% E Operate and service vehicles requiring a California Class 'B' Commercial Driver's License with Tank endorsement. Will operate and service equipment used in highway maintenance, structure maintenance, emergency services, and landscape maintenance. Equipment operation may include but will not be limited to cargo trucks, dump trucks, spray rigs, forklifts, loaders, backhoes, snow plows, tractors and trash compactor trucks. May be required to work in Safety Roadside Rest Area when needed. Duties will also include assisting in landscape maintenance along with storm water related activities in support of the Department's storm water pollution prevention program.
- 25% E Hand patching of pavement, shoveling material, loading material on trucks, replacing damaged sign posts, weed control, litter and carcass removal and various other maintenance activities, including traffic control/flagging, graffiti removal, setting up lane closures, operating power tools such as weed eaters, and various other maintenance activities.
- 25% E Install and maintain Traffic Control and Traffic Safety devices including guide posts, raised reflectors, signs, and guardrail.

¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others

SUPERVISION EXERCISED OVER OTHERS

Normally does not supervise; may act as lead for two or three person crew for short periods of time.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- ◆ Must have a thorough knowledge of the operation and care of automotive and construction equipment.
- ◆ Must have thorough knowledge of the provisions of the California Vehicle Code applying to the operation of vehicles.
- ◆ Must have knowledge of the regulations and safety practices.
- ◆ Must have a working knowledge of highway and structure maintenance procedures.
- ◆ In addition to operating equipment, must have the ability to make minor adjustments and emergency repairs to equipment.
- ◆ Must have the ability to learn various work procedures.
- ◆ Must have the ability to understand both written and verbal instructions and to carry out these instructions.
- ◆ Must have the ability to work cooperatively with other employees.
- ◆ Must have a valid Class B California drivers license, with Tank Endorsement

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Most serious consequence of errors occur when exercising poor judgement or performing improper safety practices which could result in injury to self, co-workers or the travelling public. Decisions made should consider the protection and preservation of lives, environment and property.

PUBLIC AND INTERNAL CONTACTS

Internal contacts are usually limited to other employees and supervisors working out of the same yard or superintendents territory; some contact with travelling public, as well as law enforcement and other government agencies.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent may be required to perform heavy manual labor, including routinely lifting 50 lbs. or more. Incumbent may be required to drive long distances or stand for long periods of time depending on assignments. The incumbent will be required to wear safety equipment, such as earplugs, hardhats, gloves, rain gear, rubber boots, coveralls, eye protection, and breathing apparatus. Position requires incumbent to move heavy objects, stand or sit for prolonged periods, bending, stooping and or kneeling. Incumbent must have the ability to walk on uneven surfaces, climb slopes, ladders, and work on elevated scaffolding. Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems.

WORK ENVIRONMENT

Incumbent will be required to work outside in all kinds of weather and subject to environmental conditions. The work is physically demanding and requires stamina and agility. The incumbent may be subject to not only sunburn, poison oak, snake and insect bites, but loud noise, dust, and chemicals. In addition, the job will require incumbent to work on or near roadways with vehicular traffic as well as

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working with and around heavy equipment, hot and/or pressurized materials/chemicals used for highway work.

I have read and understand the duties listed above. If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor.

Name	PRINT	Date	Employee Signature	Date
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I have discussed with and provided a copy of this duty statement to the employee named above.

Richard J. Tipton – Supervisor

Supervisor Signature	Date
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